

24 April 1959

D-R-A-F-T

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Career Service Comments (Section E)
Career Preference Outline

The Career Service Board notes the commendable personal assessment in relation to long-term job opportunities, and encourages
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■ to take additional courses to meet Agency standards.

It should be pointed out however that, although the courses in shorthand and bookkeeping are not particularly required for the performance of her present job, this should not prevent her from training in these fields.

SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

TO: Chairman, ORR Career Service Board	SUBJECT: (Name) 25X1A9a [REDACTED]
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1ST INDORSEMENT

COMMENTS BY CHIEF (Division or Staff)

Individual is efficient and willing to be helpful, but this willingness frequently serves to her disadvantage. For example, persons calling her chief may find, when he is not at his desk, that they are hopelessly involved in listening to a long, helpful monologue relating to his whereabouts, his possibility of being elsewhere, when he might return, and other aspects of the situation. In short, she forces her helpfulness on the listener in a manner which is not very helpful. My general reaction in the past was to remove her from my office to a place where her contact with the public was not so great. Consequently, I would not recommend her future placement in a higher office where considerable contact with outside offices is made.

Otherwise, I concur in the individual's thoughts and in those of the supervisor.

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DATE October 1957	SIGNATURE [REDACTED] /S/ Chief, Map Library Division
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2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

- ☐ I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- ☐ AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- ☐ OTHER (Specify)

The individual has stated her career interests and has related them to pertinent factors in her work life. I concur with her supervisor's opinion that her career is not necessarily limited by any lack of college level training. On-the-job experience, training can equip her for additional responsibilities in other fields.

DATE 16 October 1957	SIGNATURE [REDACTED] /S/
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(When Filled In)

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A. GENERAL			
1. NAME OF EMPLOYEE (Last-First-Middle)	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
25X1A9a	15 August 1914	SD/IR	GS-5
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT
None	Secretary (Typing)	GS-011.02	OSD/IR/OL

SECTION B. CAREER INTERESTS	
9. GENERAL TYPE OF ACTIVITY	
Secretarial, clerical and administrative assistant work.	
10. SPECIFIC TYPE OF ACTIVITY (Including assignments)	
A. IMMEDIATE (Within next 1 to 2 years)	
<p>I am completely satisfied with the assignment that I now have. I like the work and the people with whom I work. I do think the job with its present responsibilities is worth a GS-7, but it has recently been upgraded to a GS-6 from a GS-5.</p>	
B. LONG-RANGE (Within next 3 to 5 years)	
<p>I realize that my chance for advancement beyond a GS-7 is very limited because I do not hold a college degree; and, due to personal responsibilities, further college training is out of the question at this time.</p>	

SECTION C. TRAINING	
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING	
A. IMMEDIATE (Within next 1 to 2 years)	
None.	
B. LONG-RANGE (Within next 3 to 5 years)	
<p>It might be expedient that I take additional shorthand in order to pass the Agency shorthand test, although my present ability is adequate for the job that I now have. I would like a bookkeeping course, but I fail to see how it would be of any particular value in my present responsibilities in connection with the Central Fund.</p>	

12. ADDITIONAL COMMENTS					
<p>RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.</p>	<table border="1"> <tr> <td>13. DATE COMPLETED</td> <td>NAME OF EMPLOYEE</td> </tr> <tr> <td>26 August 1957</td> <td>25X1A9a</td> </tr> </table>	13. DATE COMPLETED	NAME OF EMPLOYEE	26 August 1957	25X1A9a
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26 August 1957	25X1A9a				

Her career interests of this employee are logical and sound. Recognition of her effectiveness in effecting advancement beyond the GS-7 level should not be tied to the lack of a college degree. With additional on-the-job training, selected Agency uses, and opportunities for broadening her experience her only limitation would be in demonstrating her ability to perform at a higher level. Her expressed satisfaction with her present job, which she performs capably, and her lack of intense desire to do something else, indicates that short or long range planning beyond her present job should not be contemplated at this time.

16. RELATIVE TO TRAINING FOR EMPLOYEE

Courses in shorthand and bookkeeping will be considered in the future. She does not need either at present; if requirements for dictation increase and accounting for the Central Fund increases in complexity, these courses would definitely be planned. They would, in any case, be of some value.

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17. TYPED OR PRINTED NAME OF SUPERVISOR

G. DONAHUE

18. TITLE

Acting Chief, Procurement Branch, D/AL

19. SIGNATURE

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15 September 1957

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET